

July 10, 2012



Tullahoma Municipal Airport Authority

807 William Northern Boulevard

P.O. Box 1581

Tullahoma, TN 37388

Meeting Attendance
July 10, 2012

Members Present

<input checked="" type="checkbox"/>	John Miller, Chairman
<input checked="" type="checkbox"/>	Sharon Tinkler
<input checked="" type="checkbox"/>	Dennis Hyde
<input checked="" type="checkbox"/>	Jim Apple
<input checked="" type="checkbox"/>	Karla Smith
<input checked="" type="checkbox"/>	Sam Crimm
<input checked="" type="checkbox"/>	Steve Worsham

Other Officials Present

<input checked="" type="checkbox"/>	Jon Glass, Airport Manager
<input checked="" type="checkbox"/>	Alderman Mike Norris
<input checked="" type="checkbox"/>	Wayne Thomas, Tullahoma News

Regular Meeting Minutes
July 10, 2012

Visitors – Chris Rounds (Public Comments and NAEC), Chuck Armstrong (Public Comments), Ralph Bard (NAEC), Steve Tudor and Mike Mullins (TN Skydiving).

Note: Where motions are noted as being approved, they were unanimously approved by all Board members present unless otherwise noted.

- 1. Meeting called to order at 5:00 pm.**
- 2. Minutes for the June 12 and 26, 2012 meeting were approved** with the following correction: Momentum Foundation ramp expansion project was changed to XP Services ramp expansion project on page 2 of the June 12 meeting minutes.
- 3. Public Comments** – Chris Rounds presented a report on the activities of the National Aerospace Education Center for the past month. He reported that a total of 41.1 hours

of aircraft rental and flight instruction time occurred along with 605.3 gallons of fuel purchased. First Baptist Church held an aviation themed Vacation Bible School event with 320 kids at the Airport on June 15. He reported that the next EAA meeting is July 12th and remodeling of the north lean-to would start soon. Chuck Armstrong requested that the Airport Authority obtain a picture of William Northern, frame it and hang it in the terminal building. Karla Smith will work on this project.

4. **Treasurer's Report** – Karla Smith reported that financial statements were not ready prior to the meeting since it was the end of the fiscal year. She reported that the City requested that the \$5,000 donation from the Beechcraft Museum be paid to the UDAG loan for the AVGAS truck. Chairman Miller asked for an update to be given on the AVGAS UDAG truck loan balance at each meeting.

5. **Jon Glass presented the Airport Manager Report:**

CURRENT PROJECTS

Terminal Building – Richard Rinks contacted the Electrical contractor regarding the outdoor lights. The contractor will repair the lights when they are scheduled to work on the new dental office at Northgate mall.

36 and 24 Threshold Markings – Steve Upshaw advised Jon Glass that bids were opened on 6/6/12 and it would take about 2 weeks to sign contracts. Jon Glass asked Mr. Upshaw to put us on the schedule anytime after the Air Show on June 29, 2012.

Parish/City/TAA Agreement – Jon Glass reported that TAA Attorney Jeremy Bell had not yet discussed this item with Frank Van Cleave representing the Parish family.

2012 Air Show – Attendance was estimated at 5,000, which is about half of last year's show. Probable cause was 105 to 110 degree temperatures on the ramp the day of the show. All performances went extremely well and several issues regarding a cargo aircraft, performer aircraft and an incident with a performer were fixed immediately the day of the show. It will take 30 to 60 days to see if the Kiwanis Club will schedule another airshow at the airport next year. Chairman Miller thanked Jon Glass and the staff for handling the Air Show very well.

TAD Airport Inspection – Paul Perry with TAD should be here in the next 30 to 60 days to complete the annual inspection. Chairman Miller requested that the trees on the approach end of runways 06 and 18 be checked for proper clearance.

XP Services Ramp Expansion Project – The \$45,000 local share was received from XP Services on June 26, 2012, and then sent to TDOT for processing.

Runway 06/24 Approach Lighting – This project will be bid with the south taxiway light project to save costs. A written report from Tony Mancini is provided for Board member

July 10, 2012

review regarding potential environmental issues with the project. Jon Glass reported that environmental permits could cost from \$15,000 to \$60,000 for this project. The permits are covered under 90/10 project funding and permit fees would not exceed the grant amount. The project will proceed as planned.

NW Airfield Utility Project – Jody Baltz received the signed grant for this project from the State of TN prior to the meeting. Chairman Miller reported that the project should be ready for bid the first part of August, 2012.

FY 12 Maintenance Contract – As of June 30, 2012, we spent \$38,191.24 of the maximum \$36,000 grant amount. Jon Glass will submit the final reimbursement next week.

North Hangar Roof Leak – The 50/50 funded project request has been approved by TN Aeronautics Division. The signed grant and local share amount were returned on 5/17/12.

South Taxiway Light Repair – The 90/10 funded project request has been approved by TN Aeronautics Division. The signed grant and local share amount were returned on 5/17/12.

Hangar Leases – A new lease was approved for Chris Rounds on S118 (Bobby Graves Hangar) at the March 2012 Board meeting. The sale and transfer has been completed. The lease will be completed when Chris Rounds determines the requested additional square footage for the proposed lean-to on the hangar.

Airfield Signage/Lighting Inventory – PDC has completed the study.

Coffee County Commission FY13 Funding Request – Nothing to report.

Taxiway Drainage Repair – Payment of \$88,910 has been made to Broom Construction. The remaining \$28,260 in TAA funds is being held for retainage. Repairs have been made to the hangar and concrete. Jon Glass will confirm the hangar owners are satisfied with repair work before releasing the retainage funds to Contractor.

Ramp Repair – The grant amount is \$300,000 with 90/10 funding. Local share funding will come from TAD refund on previous projects. As of 7/5/12 we have received \$24,400 in refunds on previous projects with another \$9,915 owed to us. The signed grant from TN Aeronautics Division was returned to us on 5/4/12. Jon Glass contacted Steve Upshaw with Aeronautics on the status of this refund on 6/27/12.

Cargo Aircraft – A monthly log of cargo aircraft is being maintained and was provided for Board member review.

TN Aeronautics Division – The annual conference is scheduled for August 22 – 24 and registration forms were provided to Board members. Please return the forms to Jon Glass prior to July 24 if you would like to attend.

Airport Sign – Dream Tullahoma Committee is working with Jacobs to update and upgrade the Airport sign on Jackson Street adjacent to KFC.

FUEL SALES

Fuel sales for the month of June were 18,257.97 gallons. Last June a total of 25,716.1 gallons were sold. Lower fuel sales for Bonaroo and the Air Show contributed to the lower monthly amount of fuel sold compared to last June. AVGAS prices decreased 19 cents per gallon and Jet fuel decreased 13 cents per gallon on 7/2/12. The buy price for fuel continues to decrease each Monday and only partial loads are being purchased at this time to take advantage of lower prices.

June 2012	AVGAS	AVGAS SS	Total
Gallons	2,996.3	2,057.77	5,054.07
Flow Fee	\$299.63	\$205.77	\$505.40
Pump Fee	\$1,498.15	\$617.33	\$2,115.48

June 2012	Jet	Jet Based VLF Discount	Jet Transient Discount	Total
Gallons	3,292.5	2,537.9	7,373.5	13,203.9
Flow Fee	\$329.25	\$253.79	\$737.35	\$1,320.39
Truck Fee	\$329.25	\$253.79	\$737.35	\$1,320.39
Pump Fee	\$3,292.50	\$1,776.53	\$6,334.85	\$11,403.88

Total AVGAS & Jet Gallons = 18,257.97

Total Flow Fee = \$1,825.79

Total Jet Truck Fee = \$1,320.39

Total Pump Fee = \$13,519.36

Total Employment Cost = \$2805.20

Total Insurance Cost = \$985.00

Jet Truck Fee Minus Rental = +\$720.39

Pump Fee Minus Employment Cost and Insurance = +\$9,729.16

FUEL PRICES

7/7/12	Tullahoma	Shelbyville	Winchester	McMinnville	Fayetteville	Murfreesboro
AVGAS SS	\$5.25		\$4.82			\$5.62
AVGAS FS	\$5.50	\$4.99	\$4.82	\$5.29	\$5.90	\$5.82

July 10, 2012

Jet	\$4.84	\$4.14	\$4.84	\$5.10	\$4.50	\$4.73
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AIRPORT FUEL SALES

<i>DATE</i>	<i>FUEL SOLD (gallons)</i>
<i>June 2011</i>	25,716.1
<i>June 2010</i>	13,790.0
<i>June 2009</i>	16,092.7
<i>June 2008</i>	15,636.1
<i>June 2007</i>	14,128.7

May 2012 OPERATIONS

Single Engine Based	302
Multi Engine Based	32
Jet or Tuboprop Based	98
Single Engine Transient	262
Multi Engine Transient	26
Jet or Turboprop Transient	104
Military	24
Total	848

MAINTENANCE/NAVAID PROBLEMS

SDF – OTS entire month. We have not received any positive or negative comments regarding the SDF as of 7/3/12. The August 14, 2012 Board meeting will be 45 days notice to decommission the SDF.

NDB – No problems or outages for June 2012.

VOR – No problems or outages for June 2012.

AWOS – No problems or outages for June 2012.

Veeder Root Fuel System – Working properly.

RUNWAY AND TAXIWAY LIGHTS – No problems or outages for June 2012.

REILS AND PAPI – Bill Beggs has repaired the REIL's for 24 but Don Hall has not received them as of 6/4/12. He should have the repaired circuit boards this week.

HANGAR RENT/INSURANCE

OVERDUE RENT – Corrections have been made to the community hangar leases that were shown as past due accounts. Credits were issued for rent paid to Mid-Tenn Aviation prior to their contract termination and these amounts were deducted from money owed to Mid-

Tenn. Pat Williams at city hall did not have that information. A log of every hangar payment received since 1/1/12 was provided for Board member review.

EXPIRED INSURANCE CERTIFICATE – Will be updated next month.

OTHER –

AIRPORT MARKETING/PRESENTATIONS – Karla Smith and Jon Glass submitted the Red Carpet award application prior to the deadline. Jon Glass did a TV interview with Charter regarding Bonaroo traffic. Jon Glass, Diane Bryant and Wade McNabb met with Ans Wishing an American Airlines pilot that is interested in doing a possible TV show involving both Murfreesboro and Tullahoma Airports. Chairman Miller complimented the submission and thanked Karla Smith and Jon Glass for their work on the Red Carpet Award application.

SUGGESTION BOX – No suggestions or comments as of 7/5/12.

OTHER BUSINESS:

Beckwith/Vandy Issue – Tom Luipersbeck with the Nashville FSDO will return from vacation on July 10.

NAEC/TN Skydiving Issue – An e-mail to both lease holders of the north hangar from Jon Glass was provided for Board member review.

6. Old Business:

- A. Air Show Wrap Up** – Jon Glass discussed this agenda item in the Airport Manager report.
- B. Disabled Twin Beech Status** – Jon Glass reported that July 26 was the deadline to remove the aircraft from the Airport. He has not talked to the aircraft owner this month.

7. New Business:

- A. Remote Control Aircraft Event** – Jon Glass reported that the Middle Tennessee remote control aircraft club would like to hold their annual event at the Airport again this year. The event will be held on September 15, 2012. **A motion was made and approved** to hold the event at the Airport contingent upon Beechcraft Museum sponsorship of the event and receipt of proper insurance certificate from the club.
- B. Non-Disclosure Forms** – Karla Smith reported that TAA Attorney Jeremy Bell was researching this agenda item and it was deferred until the August 2012 Board meeting.
- C. North Hangar Issues (NAEC and TN Skydiving)** – Chris Rounds and Ralph Bard with the NAEC and Steve Tudor and Mike Mullins with TN Skydiving discussed

July 10, 2012

issues regarding parking of NAEC aircraft in the north hangar. Mr. Tudor requested that NAEC not park aircraft on top of TN Skydiving tarps used for parachute packing nor move or roll-up their pads, as this contaminates the surface (a clean surface is vital to ensure proper and safe parachute packing). A lengthy discussion with Board members ensued regarding this issue and the respective lease agreements. Steve Worsham concluded the discussions by saying that any prior verbal discussions between parties were superseded by the actual written lease agreements signed by both parties. Chairman Miller then made a proposal that starting this date NAEC personnel will not roll-up, move or park aircraft on top of TN Skydiving mats or tarps. TN Skydiving will continue to allow NAEC aircraft to overhang the tarps or mats with aircraft wings or tails, provided nothing leaks onto the mats. Both parties then agreed to this proposal.

Jim Apple asked Jon Glass to look into and get a cost estimate to install outdoor speakers for the UNICOM on the terminal building. He also reported that a meeting was held regarding Airport insurance and he asked Alderman Norris to follow up with the City on progress regarding information learned from that meeting.

D. Evaluation Work Session w/Casta Brice – Chairman Miller reported that the work session regarding employee performance evaluations will be held with Casta Brice on 7/17/12 at 4:00 pm.

E. Sharon Tinkler questioned whether or not our Director and Officer liability insurance coverage was sufficient. Alderman Norris then explained the coverage that falls under the City umbrella, and Steve Worsham explained the tort liability limitations under Tennessee Code. No further action was deemed necessary.

8. Alderman Norris Comments – Alderman Norris commented on the progress of the NW corner development area of the airport and reported that the Tullahoma Utility Board approved applying for USDA grants that could in turn be loaned to the Airport Authority to build hangars at the Airport. The available loans would be for a ten-year time period with 0% interest.

9. Meeting was adjourned at 6:20 pm.

Submitted on 7/16/2012

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting